



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #43/01**

December 10, 2001

TO: Department Directors  
Division Administrators  
Payroll Clerks  
Agency Personnel Representatives

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: Bi-weekly Timesheets and On-line Processing of Special Pay Documents

---

**TIMESHEETS**

In an effort to increase options for agencies to meet unique business needs, our Department has developed two new versions of a bi-weekly timesheet; with and without accounting overrides. The new bi-weekly timesheets will be available only to agencies *currently* entering timesheets in the IFS-HR system. All other agencies will be given the option to use the bi-weekly timesheet once they begin on-line processing of timesheets in IFS-HR. Until then, they should continue to use the weekly timesheet. The new bi-weekly timesheet is available in "soft" copy only and is obtainable on the IFS-HR website at [www.ifs.state.nv.us](http://www.ifs.state.nv.us) in an Excel spreadsheet format. The concept of this "spreadsheet" timesheet has been piloted at the Department of Transportation and the Department of Personnel where it has been very successful as well as cost effective. This automated timesheet will still need to be printed, signed, processed and retained at the agency level. For those on-line agencies that have remote sites where their employees do not have access to a computer, they can print the timesheet from the IFS-HR website and reproduce it for distribution. Also, once supplies are available, hard copy versions of the timesheet can be requested from Central Payroll.

Lastly, another issue arising from on-line entry of timesheets is the "Batch Cover Sheet" form. For agencies *not on-line* with IFS-HR this form is mandatory for submittal with timesheets

(groups of 25) to Central Payroll for processing. This form is not required for completion and submittal to Central Payroll for agencies *currently entering timesheets on-line*. This form is also used to tally leave usage by category for leave reconciliation post payroll cycle. Although on-line agencies are not required to use this form, they should continue to use a tool of their choice for reconciliation and retention at the agency level.

## **SPECIAL PAY DOCUMENTS**

This past year we completed and distributed the IFS-HR Agency Procedures Manual for on-line and off-line agencies. These procedures include the on-line processing of transactions that require the completion of a Special Pay Document. We are in the process of developing a training course on the processing of these documents which will be offered in the near future. In the interim, those agencies who are processing timesheets in IFS-HR may begin processing special pays on-line using the step-by-step procedures in their manual. However, there are two situations that require you to continue hard copy submittal of the Special Pay Document to Central Payroll for processing, and those are; re-payment of overpayments (IFS Procedure 01.08.03), and retroactive salary adjustments for prior fiscal years (IFS Procedure 01.08.04).

Any questions related to the new timesheet and special pay procedure can be directed to your agency's payroll/personnel representative.

JG:cp

cc: Agency Personnel Liaisons